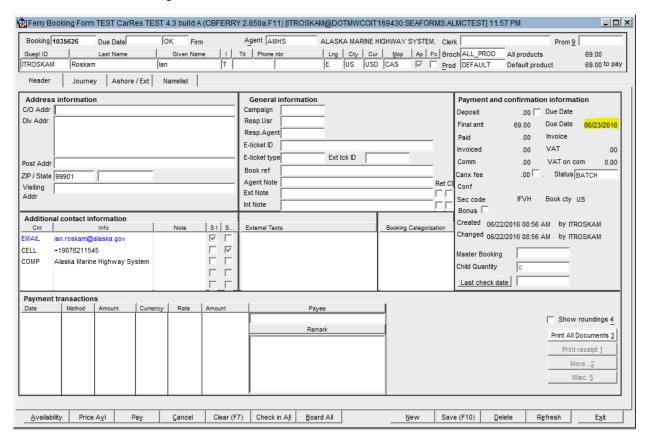
Changing Due Dates

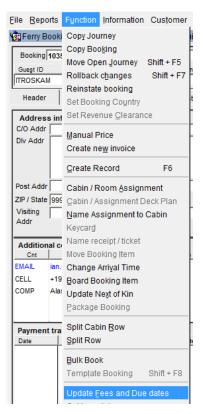
When a new booking is created the due date is determined by the deposit rule on the product. Different products have different due dates determined by policy. These instructions describe how to change the due dates from the prepopulated values when necessary.

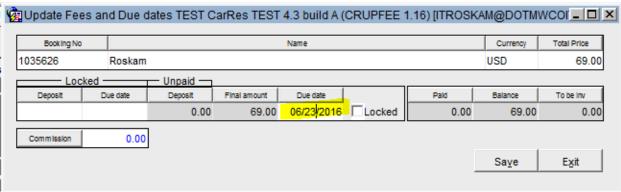
The due date for a booking can be seen on the header tab.



This date is used to determine when a booking will be picked up by the AutoCancel process.

To change due date select Function->Update Fees and Due Dates (Alt+UF) from the menu.





Update the second Due date box to the desired date.

Press Save